

STANDARD FORM NO. 64

Approved For Release 2005/11/17 : CIA-RDP58-00039A000500030085-2

TO : Chief, Plans and Policy Staff

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #10  
1 March - 7 March 1956

DATE: 8 March 1956

## 1. SIGNIFICANT ITEMS

a. The ORR Management Conference, conducted 27 February - 2 March at [ ] was successfully completed with the return of the participants on schedule to Headquarters at 1700, 2 March. The program, originally planned six months ago at the request of ORR, was presented to 13 senior members of ORR, ranging from the AD through Area and Division levels, and including selected branch chiefs. The Executive Officer, OCR, and the Chief, Fundamental Sciences Area, OSI, attended at DDI request as observers.

The Conference covered in five days the range of major management functions, and permitted exploration of problems of organization and management by the participants in a broad context, free from the pressure of deadlines and office routines. The participants worked hard--from eleven to fifteen hours a day--yet commented strongly at the end of the week that more time was needed.

A more detailed report on this Conference will be forwarded in the near future.

### OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 28 February there were 27 people enrolled in Clerical Induction Training, and 18 people in Clerical Orientation Training.

(2) On Thursday, 1 March, the moving of Clerical Induction Training to Quarters Eye was completed and classes were resumed on that day in shorthand and typing. The complete schedule of training courses was resumed on 5 March.

(3) The mathematics class begun by [redacted] on 28 February will continue until 15 March. It is composed of 11 students, 10 from ORR and one from OCR.

(4) [redacted] chief of Clerical Orientation, has been enrolled in the Basic Supervision Course, beginning on 5 March.

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b. Basic Orientation

(1) Basic Orientation #27 began on 5 March with an enrollment of 84 students. The course was introduced by the Deputy Director/Support.

(2) Members of the Basic Orientation staff met on Monday, 5 March, with [REDACTED], and others to discuss revisions in the Communism curriculum.

c. Orientation and Briefing

(1) The CIA Introduction was conducted on 1 March for an audience of 76 CIA employees, including 42 from DD/S; 25 from DD/I; and 4 from DD/P.

(2) Because there were so few enrolled for the CIA Review which was scheduled for Tuesday, 28 February, [REDACTED] DD/P Training Officer, decided to cancel the presentation. Those enrolled for that day will be included on the list for the CIA Review on 27 March.

(3) On Wednesday, 29 February, the Chief, OB, lectured at the Strategic Intelligence School.

(4) The Chief, OB, was requested by [REDACTED] Chief. [REDACTED] Inspection and Review, DD/P, to participate in a briefing for [REDACTED]. This briefing was conducted on Monday, 5 March.

d. Administrative Training

(1) [REDACTED] has completed the Operations Support Course and has reported to assume his duties. He will take over the presentation of training lectures on logistics.

(2) The [REDACTED] Case has been received from Reproduction. The reproduction more than fulfilled our expectations.

(3) Operations Support #19 ended on 2 March. Administrative Procedures #65 began on 5 March with an enrollment of 27 students.

e. Management Training

(1) Basic Supervision #16, an overflow of Basic Supervision #15, began on 5 March with 18 members, GS-9 - GS-11. This particular grade segment evidently has unusually high needs for supervision and management courses.

Basic Supervision #17 will start on Monday, 12 March.

(2) The second week of Basic Management #22 is now in progress. Discussions and lecture presentations to date have been characterized by an unusually high degree of interested, effective participation on the part of the class. The special Management Conference for ORR and the extra presentation of Basic Supervision referred to above, have required a very careful dovetailing of lectures, films, group discussions and reading materials, but all arrangements have worked successfully.

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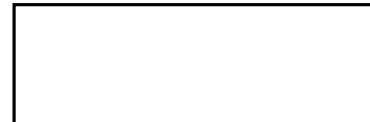
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f. Personnel Notes

(1) [ ] will be on military leave for fifteen days beginning 7 March.

(2) [ ] has left for Italy on two months leave. She will join her husband, who is travelling on business.



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